


STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
FLEET MANAGEMENT

453F (Rev. 6-06) OPI 009

CHAP 6

AREA Hollister-Gilroy	DIVISION Coastal	NUMBER
EVALUATED BY Sgt. Dave Hill		DATE 11/04/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW BY <u>Dave Hill</u> 	DATE 11/04/2009
1. AREA ADMINISTRATION		EVALUATED Yes	ACTION REQUIRED No

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☐ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices?

b. What is the background experience of the Automotive Technician (AT)? Retired from FMC. Extensive mechanical background.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☐ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☐ Yes ☒ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☒ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

c. How much maintenance work is being done by the AT? As much as possible.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? None.

2. VEHICLE USE	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
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a. How many "E" Class vehicles are assigned to the Area? 25

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(1) Is there an unmarked patrol vehicle assigned for the commander?

☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? No formula available.

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?

☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?

☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available?

☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? On-call, case by case basis with supervisor approval.

d. Who does the commander allow to ride in vehicles? Allied agency personnel, civilians in hiring process, family members.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability?

☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time?

☒ Yes ☐ No**3. SERVICE ARRANGEMENTS**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Ford Dealerships, Exel auto repair, Preferred automotive.

(1) Are they authorized dealers?

☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Reputation, trial basis.

(3) What are the hourly rates being charged? \$90.00

(a) Are discounts given on parts?

☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors?

☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?

☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?

☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?

☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? 90%

(2) Are there shortages of vehicles on Mondays?

☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively?

☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods?

☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles?

☒ Yes ☐ No

(1) How are interiors cleaned? By on site vendor or by officer at off site facility. If on site vendor cleans interior, maintenance worker removes weapons and supervises vendor.

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(2) Is the Area's vehicle washing procedure practical and economical?

☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes ☒ No

(3) Is there more than one car wash facility available?

☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars?

☐ Yes ☒ No

d. How do officers report defective equipment? Vehicle defect log located at keyboard.

(1) Who is authorized to declare a vehicle unsafe for patrol? AT or Supervisor.

(a) Who determines when a vehicle is safe after repair or checking of defects? AT

(b) Does he/she sign off the report form and indicate what has been done?

☒ Yes ☐ No

(c) Is this system effective?

☒ Yes ☐ No

(d) How long are records kept? 5 years

(e) Is there a system in place to check vehicles for defects after high speed pursuits?

☒ Yes ☐ No**MILEAGE MANAGEMENT**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received?

☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this?

☐ Yes ☐ No

b. How are adjustments to mileage accomplished? Vehicles with excessive mileage are placed at Gilroy Inspection Facility until mileage is back to an appropriate number.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☒ Yes ☐ No

(2) Does the AT understand what is required?

☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? Officers assigned to vehicles closely monitor the mileage use and advise the AT if mileage is over.

c. How does the Area project run outs? mileage averaging and age of vehicle.

(1) Is FOS provided 30-45 days advance notice?

☒ Yes ☐ No

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(2) What has been the condition of vehicles returned to FOS? Good

(3) Are the right equipment options completed?

☒ Yes ☐ No**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☒ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☒ No**6. TIRES, PARTS AND SUPPLIES**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☒ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? AT, Maintenance Worker, Supervisors.

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

o. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked? ☒ Yes ☐ No

(1) Are there obsolete parts on hand? ☐ Yes ☒ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? ☒ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for? ☐ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? ☐ Yes ☐ No

(2) Are proper guidelines in place for record keeping? ☒ Yes ☐ No

(a) Are records reviewed by management? ☒ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse? ☒ Yes ☐ No

(a) How are tires stored? Tire rack with chain and lock.

(4) Is access to the tires restricted to the AT and his/her assistant or backup? ☒ Yes ☐ No

(5) Does Area provide motorcycle vendors with a stock of tires? ☐ Yes ☐ No

(6) Does it appear tires are being replaced prematurely? ☐ Yes ☒ No

(7) Are adequate records maintained for used tires? ☒ Yes ☐ No

(a) Is the disposition of used tires within policy? ☒ Yes ☐ No

f. How are old tires/batteries disposed of? Contract Vendor.

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? ☒ Yes ☐ No

(2) Are either tires or batteries being traded to offset installation costs? ☐ Yes ☒ No

(3) Are the provisions of any tire or battery disposal contract being met? ☒ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required? ☒ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked? ☒ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted? ☐ Yes ☒ No

(1) Who conducted the count?

7. FUEL DISPENSING FACILITY

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location? ☐ Yes ☒ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies? None

(a) Is self-service or full-service used? Self Service

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(2) Is there a written policy, and is it complied with?

☐ Yes ☐ No

b. Is the fuel island clean and neat?

☒ Yes ☐ No

(1) Does it need repair or painting?

☒ Yes ☐ No

(2) Are fuel, water and air hoses in good repair?

☐ Yes ☒ No

(3) Is the break-away coupler installed?

☒ Yes ☐ No

(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?

☒ Yes ☐ No

(5) Is there a clean oil storage rack?

☐ Yes ☒ No

(6) Is the lighting adequate?

☒ Yes ☐ No

(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?

☒ Yes ☐ No

(8) Have problems been reported to Facilities Section?

☒ Yes ☐ No

c. Is there an adequate amount of supplies available to officers?

☒ Yes ☐ No

d. Who fuels the vehicles? Officers

(1) Are fluids and tires checked during fueling?

☒ Yes ☐ No

e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?

☒ Yes ☐ No

(1) Are pump meters and the storage tank properly safeguarded?

☒ Yes ☐ No

(2) Who has access to the keys to lock the meters and the storage tank? AT, Maintenance Worker

(3) Is gasoline measured before and after deliveries?

☒ Yes ☐ No

f. What method is used to log fuel and oil used in individual vehicles? Gas log

(1) Are records maintained as required?

☒ Yes ☐ No

(2) What is done to reconcile differences of more than 2-3 gallons daily? Review of Gas logs.

g. Does the physical inventory reasonably balance with the metered inventory each month?

☒ Yes ☐ No

(1) When was the pump meter last checked for accuracy? Unk. Fuel Island has been inoperative since March 2009.

h. Is there a contract for fuel?

☒ Yes ☐ No

(1) How often is the fuel supply replenished? approximately every 6 weeks.

(2) At what level is it refilled? When low level alarm sounds or at approximately 2000 gallons.

i. How does the Area secure the fuel pumps when they are not in use? Locks

(1) Is the system adequate?

☒ Yes ☐ No

(2) Is it utilized by all personnel?

☒ Yes ☐ No

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8. SAFETY	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(9) Are jack stands properly utilized?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management? Good.			
(1) Have any injuries been prevented with an improved safety awareness program?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	
a. Are fleet records logically filed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports? Admin Sergeants			
(3) How is the information used in Area's fleet administration? Repair history, mileage averaging			
c. Is the CHP 424 current?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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(2) Have required services been done at the proper mileage?

☒ Yes ☐ No

d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?

☒ Yes ☐ No

(1) Are hourly rates in line with prevailing rates?

☒ Yes ☐ No

(2) Does the AT refer to manuals for invoice cost information?

☒ Yes ☐ No

(3) Is work being done by vendors that should be done by the AT?

☐ Yes ☒ No

(4) Are there any warranty problems?

☐ Yes ☒ No

(a) If so, are they being resolved?

☐ Yes ☐ No

(5) Is the credit card being used in lieu of an invoice?

☐ Yes ☒ No

(6) Does the commander or his/her designee review and/or approve invoices?

☒ Yes ☐ No

(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? No threshold limit. Admin Sgt reviews each invoice to ensure accuracy and signs the Area approval stamp.

e. Do invoices indicate parts are being supplied by the CHP?

☒ Yes ☐ No

(1) If parts are on invoices, does the vendor give a discount?

☒ Yes ☐ No

f. Are fleet operations bulletins maintained and accessible to the AT?

☒ Yes ☐ No**CONDITION OF THE FLEET**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?

☐ Yes ☒ No

(1) Have any unauthorized modifications been made on vehicles?

☐ Yes ☒ No**11. MOTORCYCLES**

EVALUATED

No

ACTION REQUIRED

No

CORRECTED

a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?

☐ Yes ☐ No

(1) Are the program objectives clearly understood by the commander and supervisors?

☐ Yes ☐ No

(2) Does the Area have an up-to-date SOP relating to motorcycle operations?

☐ Yes ☐ No

b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?

☐ Yes ☐ No

(1) Are motorcycles being used on beats with predominantly high speed problems?

☐ Yes ☐ No

(2) Are motorcycles used for special duty officer transportation?

☐ Yes ☐ No

(3) Are motorcycles parked at the Area office during vacations and extended days off?

☐ Yes ☐ No

c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?

☐ Yes ☐ No

(1) What system is in place to verify understanding and compliance?

(2) Are Bulletins discussed with riders?

☐ Yes ☐ No

d. What type of active safety program does the Area have?

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(1) Is there a Defensive Rider Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) What is the Area's safety record?	
(a) How does it compare with Division and statewide rates?	
(4) Does the Area conduct quarterly motorcycle training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop?	
(1) Are the arrangements satisfactory?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is the repair person proficient?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Has it been inspected and approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are records of the approval on file?	<input type="checkbox"/> Yes <input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is there ample supply available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Is a battery charger available?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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(5) Is there security and an accurate inventory kept?

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-to-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No

Notes:

Area fuel island has been inoperative since March 2009. Facilities had initiated the replacement of the UST with and AST. During the pre construction meeting it was determined the UST did not need replacing. As of the date of this inspection, Facilities was working on the permits required for getting the area fuel island upgraded. Until this occurs, area vehicles will continue to be fueled in the field.